

## Internship Agreement

**in compliance with the exam regulations of the Jade University of Applied Sciences  
for the course:**

.....  
(Company, government department or similar institution )

.....  
(Description)

.....  
(Zip code/City)

.....  
(Street and number)

.....  
(Telephone and Fax)

.....  
(Internet address)

- hereafter "internship provider"

**and**

.....  
(Mr. /Mrs./Ms. )

.....  
Family name, First name

Enrolment number: .....

born on .....

in .....

resident in .....

.....  
Address for correspondence)

.....  
(Telephone)

a Student at the Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth agree

for the period from ..... to ..... , equivalent to ..... weeks,

to the following terms of contract:

### § 1 General

At the Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth practical internships are included in the bachelor courses. The conditions applicable to such internships are stated in the exam regulations for the appropriate course. All contractual agreements must be in writing.

### § 2

#### Obligations of the Signatories

##### 1. The internship provider agrees to

- 1.1 employ the student for the stated period on a full-time basis and in accordance with statutory working time regulations and in adherence to the exam regulations mentioned in § 1.
- 1.2 enable the student to complete any time missed due to holidays or other absence
- 1.3 elect a qualified and personally suited member of staff to supervise and mentor the student during the internship
- 1.4 allow the mentoring professor to visit and support the student at the premises of the internship provider

- 1.5 issue the student with a professional reference and work certificate for the period of employment
- 1.6 check and countersign the internship report

## 2. The student agrees to

- 2.1 perform the tasks required of him or her properly
- 2.2 come to a mutually acceptable arrangement concerning any time missed due to holidays or other absence
- 2.3 present a doctor's certificate when he or she is unable to work due to illness or an accident – as a rule this should be, at the latest, on the third working day following the start of the illness or the accident
- 2.4 follow all instructions issued by staff members having appropriate authority
- 2.5 write an internship report and present it to the internship provider to be checked and countersigned
- 2.6 follow all of the internship provider's house rules and, in particular, working time, data protection and health and safety regulations. Moreover, the student agrees to handle all company or trade secrets with strict confidentiality.

## § 3

### Area and extent of duties

The duties required of the student during the internship are as follows:

.....

.....

.....

.....

## § 4

### Remuneration

The signatories to this contract agree on the following remuneration € .....

## § 5

### Mentors/Support

The following persons are responsible for mentoring and supporting the student:

- For the Internship Office
  - Oldenburg campus:
 

Rosemarie Schiller	Tel:	(0441) 7708 - 3312
	Tel:	
- For the department (academic mentor):
 

	Tel:	
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- For the internship provider (professional mentor):
 

	Tel.:	
	Tel.:	
- For the internship provider (personnel dept.):
 

	Tel.:	
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## § 6

### Insurance

1. In other countries employment law may differ: the student may have insurance cover provided by the appropriate trade association or by another insurance company. It is the student's responsibility to check the insurance situation with the internship provider.
2. Enrolled students on a non-elective internship prescribed by the exam regulations for their course are, notwithstanding the terms of their employment contract or any remuneration, not automatically obliged, under German law, to opt into the German social security system.
3. The student is also free to decide whether or not to take out third party insurance cover for the period of the internship.

## § 7

### Termination of Contract

1. The contract can be terminated at any time and without notice, given an appropriately serious reason.
2. If the contract is terminated by the student, the grounds for the termination must, in any case, first be discussed with the the student's academic mentor from the university.
3. Either of the signatories can effect a termination, which must be in writing, without reference to the other party.

## § 8

### Copies of the contract

A signed copy of the contract is to be issued to each party to the contract and the Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth.

## § 9

### Further agreements

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#### 1. Internship Provider

#### 2. Student

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Place, Date

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Place, Date

Signature and stamp

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Signature

Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth

The internship agreements are in accordance with the exam regulations

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Place, Date

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Signature  
Representative of the department